# Instructions for Completing the
VISTA Progress Report Supplement (VPRS)

Follow the instructions below to enter data for and submit your VISTA Progress Report Supplement (VPRS).

1. Log into your eGrants account using your user name and password. This will take you to the eGrants welcome screen.

2. Select **Progress Report Supplement** by clicking on the arrow next to it at the lower right-hand corner of the screen.
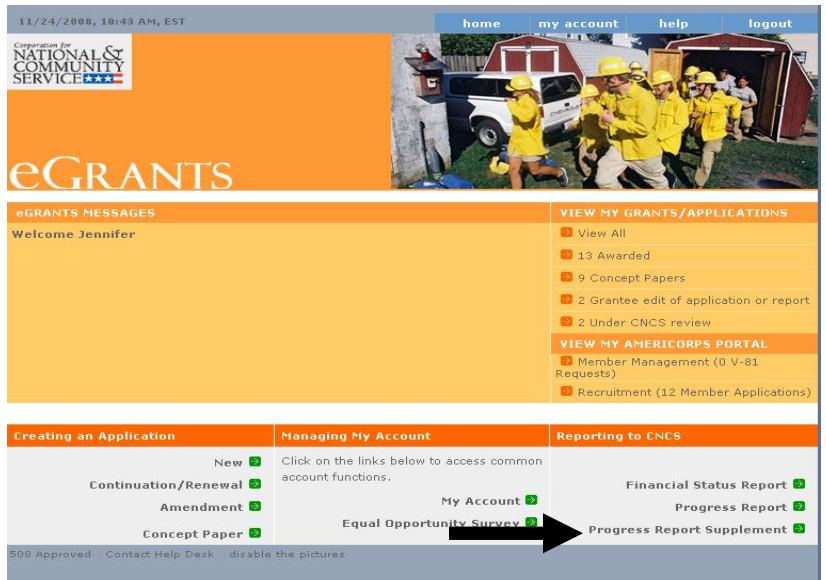
3. This screen lists your VISTA projects. Any projects for which Progress Report Supplements are due will show the reporting periods and report due dates below the grant number. Find the VISTA PRS for the desired reporting period and click on "edit".

4. This screen confirms the basic information on your project. Review the information on the screen and confirm that it is the project for which you want to enter a report. If this is correct, click the "next" arrow at the top right-hand corner of the screen.

Community Volunteer Section

This section asks for data regarding community volunteers. First is the total number of Community Volunteers who served with your project over the course of the fiscal year. **For this category only**, enter the number of volunteers **and** the total number of hours served by those volunteers.

The next four questions ask about specific categories of community volunteers. For each of these, enter the number of volunteers that served, but **do not enter hours**. Simply enter "0" in the hours field.

If you do not know the number of volunteers for a specific category, enter "0". Do not worry if these numbers do not add up to the total number of volunteers.

When you have completed the volunteer section, click "Next" in the upper right hand corner of the screen.

Tip: eGrants will not allow you to move from one screen to the next if any fields are left blank. Always enter "0" if you do not have data for a specific field.

Resource Development Section

This section asks for the dollar value of cash and non-cash resources developed by your VISTAs for the reporting period. As with the previous section, if there are no data to enter, **enter "0" in the appropriate field(s).**

When you have entered the resource information, click "Next" in the upper right-hand corner of the screen.

Client Information Section

This section collects data about the beneficiaries of programs that work with disadvantaged youth and programs that provide independent living services. Enter the appropriate numbers in each of the boxes corresponding to the questions. **If you do not work in these areas** or do not have data to report in any categories, **enter "0" in the appropriate field(s).**

When you have completed entering this information, click "Next."

Review and Submit

This screen allows you to review and edit the information that you have entered. To review the data, click on "**View/Print PRS.**" To edit any of your data, click "**edit**" next to the screen you wish to update.

When you have completed your review and made any necessary changes, submit your report by clicking on the arrow next to "**Submit Progress Report Supplement**" at the bottom of the page.

This will complete the submission of your VISTA Progress Report Supplement.